



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: NCTC Chief of Staff and Executive Secretary

Position Number: 10260

Position Grade: GS-15

Salary Range: \$148,484 - \$176,300 (not applicable for detailees)

Vacancy Open Period: 06/24/2022 – 07/09/2022

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/NCTC

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:
 - Current Federal Government employees at the same grade as the advertised grade may apply.



Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail assignment, will be assigned to the position at his or her current grade and salary.

Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

Major Duties and Responsibilities (MDRs)

Serve as integrated member of the NCTC Front Office Executive team working directly with NCTC Executive Leadership and their staff. The Chief of Staff/Executive Secretary drives NCTC governance processes, with an enterprise level view of organizational priorities, and maintains an in depth understanding of internal and external business processes and needs.

Manage NCTC Front Office Governance Processes to include driving NCTC Corporate Board decision-making processes.

Manage NCTC's Executive Secretariat Office (ESO) functions as the Center's primary coordination and communication mechanism. The ESO serves as the authoritative channel for official communications within NCTC, with ODNI, and between NCTC and the Intelligence Community and interagency.

Understand and implement organizational priorities and internal and external business processes and needs, and propose efficiencies as required.

Lead, manage and develop a staff of executive support officers, to include a Deputy Chief of Staff, Executive Assistants, Executive Support Assistants, and Executive Secretariat Officers (ESO) to enable effective communications and decision-making for NCTC Executive Leadership to articulate, advance, and defend NCTC policies, proposals, and analyses. Lead a staff that manages, facilitates, and expedites NCTC's decision making process and ensures Executive Leadership receives information and recommendations to make informed, timely, and accurate decisions on policy, programs, organization, management and RFIs.

Manage and lead the daily operations of the ESO and collaborate with Directorate and Office leadership to ensure strategic alignment with the mission, goals, and objectives of NCTC.



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Serve as the Chief of Staff for the Office of the Director (ODIR) supervising a Deputy Chief of Staff. As such lead and facilitate resource and personnel planning for the NCTC Front Office and Office of the Executive Director working closely with the Office of Enterprise Services.

Execute internal business management processes for the organization; ensure management and staff are kept abreast of emerging developments.

Coordinate tasking responses, work activities, assignments, and projects internal to the organization, within NCTC and across ODNI and the IC, ensuring the effective completion of initiatives and requirements.

Lead and coordinate organizational action processing, standard operating procedures and processes, file maintenance and record-keeping, and morale, welfare, and recreation activities on behalf of the NCTC Front Office.

Liaise and maintain effective working relationships with other NCTC Chiefs of Staff, ODNI Chiefs of Staffs, NCTC Directorates and Offices, and ODNI components to address issues that span multiple mission or program areas.

Mandatory and Educational Requirements

Superior organizational, managerial, and leadership skills, including the ability to effectively manage the professional development of employees.

Superior analytical and critical thinking skills, including the superior ability to think strategically, identify needs and requirements, develop recommendations, and evaluate outcomes against goals and objectives.

Expert knowledge and experience with resource and personnel planning including the superior ability to manage human, financial, and information resources.

Superior interpersonal skills and superior ability to work effectively both independently and in a team or collaborative environment.

Superior ability to coordinate, network, and collaborate across NCTC, the ODNI, the IC and U.S. Government agencies.

Superior oral and written communication skills, including the ability to clearly convey complex information to audiences of all levels.

Superior ability to plan, organize, schedule, and prioritize the organizational staff work load.

Desired Requirements

Demonstrated ability to design, organize and execute plans for an organizational unit and to monitor the efficacy of structural or procedural changes.

Superior mentorship and leadership skills.



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Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees.

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.



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- d. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.* Applicants from federal agencies outside the IC should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3888

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

COVID-19 Vaccination Requirement: To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job



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announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Reasonable Accommodation Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis.

THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.